Position Summary

Governing for Impact (GFI) seeks full-time Executive Assistant to support GFI's Executive Director. The role's primary responsibility will be managing schedule, communications, and travel, as well as managing event and office logistics. The ideal candidate would be highly organized, detail-oriented and proactive. This role requires someone who can manage competing priorities and has good judgment. This would be a great fit for someone interested in policy or in attending law school in the future. This role will principally work out of GFI's Washington, D.C., office.

About Governing for Impact

Corporations, industry lobbying groups, and right-wing advocates have invested heavily in the infrastructure needed to win regulatory fights. Organizations like the Chamber of Commerce and the National Federation of Independent Businesses use teams of regulatory lawyers to comment on rules and conduct research to use in lawsuits. And when an industry-friendly president is in office, they put those assets to use to develop and defend harmful regulatory proposals.

The result: a lopsided fight where one side is well-resourced and the other has historically lacked the expertise and know-how needed to fight back and help those in government do what the American people need: address the rising threat of climate change, protect workers, defend reproductive freedom, and more.

Governing for Impact fills this gap, helping partners with the nitty-gritty details of executive branch policy development and implementation, including innovative legal analysis, in order to develop policies that can withstand judicial scrutiny and attack. GFI understands that progressives cannot continue to be outmaneuvered in this space and must match conservatives' legal expertise, deep familiarity with how each agency works, and knowledge about how to best leverage the rulemaking process to achieve our policy goals.

Responsibilities and Tasks

- Executive support: Manage GFI Executive Director's calendar and inbox. Coordinate meetings and prep materials.
- Travel coordination: Plan and book Executive Director's travel, including logistics and itineraries.
- Office operations: Provide administrative support for GFI's office and help with updates to the GFI website.
- Event management: Plan and run events with GFI's stakeholders including logistics and day-of event coordination.

Education, Experience, Knowledge, Skills, and Ability

- Candidates must have at least 2+ years of work experience

- Excellent writing skills
- Highly organized and attentive to detail
- Ability to work independently, as well as within a team
- Self-motivated and able to handle multiple projects simultaneously and see them through to completion

Compensation and Benefits

- Salary: $80,000 - $90,000, depending on experience
- GFI provides a comprehensive benefit plan, including:
    - Health, dental, vision insurance
    - 401k with employer match
    - Paid time off (vacation, sick leave, holidays)
    - Paid parental leave
    - Health Reimbursement Arrangement (HRA)

How to Apply

Please send an email to recruiting@governingforimpact.org, with the subject line: **Executive Assistant - [APPLICANT NAME]**.

Equal Employment Opportunity Statement

Governing for Impact (GFI) is a 501(c)(3) public charity and is committed to attracting, developing and retaining exceptional people, and creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. GFI provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working. GFI is proud to foster a safe and inclusive workplace for all.